

APPROVED
Cedar Area Fire & Rescue Board
Regular Meeting
Thursday, November 18, 2021 at 7:00 pm
Cedar Fire Department

Call to Order

Vice-Chair Rick Royston called the meeting to order at 7:00 p.m with the Pledge of Allegiance. Present on roll call were Rick Royston, John DePuy, Ron Schaub and Chris Comeaux. Andy Doornbos and Dana Boomer were present as staff. Greg Julian was absent.

Discussions/decisions will be for the direction of the Cedar Area Fire & Rescue Board as previously published, per the Open Meetings Act. Potential quorums of township boards will be noted in the minutes.

Citizens Comments – Ron Novak – He wanted to see what was under the discussion for the interlocal agreement review process. Royston summarized the history of the discussion on the interlocal agreement over the last couple of months.

Consideration of Agenda – The board briefly discussed the agenda. **Motion by DePuy to approve the agenda as presented, second by Schaub. All in favor, motion carried.**

Minutes: Minutes: Approval of October 21, 2021 General Meeting Open Session Minutes – The board briefly discussed. **Motion by Comeaux to approve the October 21, 2021 General Meeting Minutes as presented, second by Schaub. All in favor (DePuy abstained), motion carried.**

Approval of October 21, 2021 General Meeting Closed Session Minutes – The board briefly discussed. **Motion by Schaub to approve the October 21, 2021 General Meeting Closed Session Minutes as presented, second by Comeaux. All in favor (DePuy abstained), motion carried.**

Correspondence Received – None

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for October. The beginning cash balance in the operating fund as of October 1 was \$78,264.47 and the ending cash balance as of October 31 was \$234,897.29. Income for the month was \$227,384.66. The vendors' payables were \$25,529.55. The October payrolls were \$2,971.50 on 10/4, \$19,906.65 on 10/12 and \$22,344.14 on 10/26.

The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

Schaub moved to accept the October vendors payable as presented, DePuy seconded. All in favor, motion carried.

DePuy moved to accept the October payrolls as presented, Schaub seconded. All in favor, motion carried.

Comeaux moved to accept the October financial statements as presented, Schaub seconded. All in favor, motion carried.

Unfinished Business:

- a. Floor/Drain Work – Doornbos spoke with Spence Brothers, and has been given a rough estimate for the floor and drain work of \$130,000. A formal quote is in process, and should be available next week. Doornbos spoke with Dave Bieganowski, who stated that in his opinion, the floor work would be a capital improvement, not maintenance.

Doornbos approached the county to ask for a commercial building inspection to determine what other areas may need to be addressed. The county declined to do an inspection. Doornbos asked the board if they are interested in paying for a private commercial building inspection. The board had a consensus to not hire an inspection at this time, but to have department staff prepare a report on known issues with the building. DePuy would also like to see a timeline on the priorities for the building maintenance and improvements that are needed.

Doornbos will get the final bid from Spence Brothers and the report and priority list for the other projects. Royston will reach out to Julian about scheduling a meeting with the four supervisors once those documents are in hand.

- b. Interlocal Agreement Review Process – No further discussion

New Business:

- a. Part-Time Employee Hiring – Doornbos requested the board approve the hiring of Jeff Windsor as a new part-time employee. He is currently a full-time FF/Paramedic with Long Lake, and is looking for extra shifts and runs. **DePuy moved, Schaub seconded to approve the hiring of Jeff Windsor as a part-time employee, effective 11/18/2021. All in favor, motion carried.**
- b. 2022 Meeting Schedule – The board discussed moving the meetings to the first week of the month, in order to have the discussions able to be reported to the townships in a timely fashion at their meetings in the second week. Boomer will draft a schedule of meetings for the December meeting.

- c. Strategic Planning – Doornbos has begun working on the initial steps for the writing of the next five-year strategic plan. He distributed a timeline to the board of the process for the development of this plan. He has developed a community survey, which is being distributed by Facebook and through the townships. In addition, there is a staff survey that has been distributed to employees and board members. He would like to have the initial draft of the five-year plan presented to the board in April 2022. The board briefly discussed. Royston suggested sending the link for the community survey to organizations such as the Cedar Chamber of Commerce, the school, etc. DePuy suggested reaching out to Glen Lake regarding the community paramedic program that they are developing.
- d. Any New Business – None

Reports:

- a. Fire Chief – The Chief’s Report was provided in the meeting packet. Doornbos summarized the main points of his report. The chief and board discussed the report. Royston asked for future reports to contain a breakdown of EMS calls by BLS, ALS handled by Cedar, and ALS with intercepts from other agencies.
- b. Department Staff – None
- c. Chairman – Royston will work with Julian on the items under Old Business.

Citizens Comments – Ron Novak stated that the Cedar River Park and Waterways program has come to a stall during COVID. The Conservancy has come out against placing buoys in the mouth of the Cedar River. He would be interested in seeing the Cedar Fire Association and the Cedar Chamber of Commerce purchase the department a boat that would be able to be used for rescues in the river. He is interested in knowing if the department would be able to maintain the training and maintenance on a boat of this sort, and would like the board to consider this as an option. DePuy stated that Zodiac used to have a grant program for emergency service organizations. Novak and the board discussed the need for a boat at the department – the general consensus was that it is a definite need for the department.

Board Member & Chair Comments – The board and staff briefly discussed the ARPA funds being distributed to the townships and the potential uses for these funds. DePuy is happy to see the direction the department is going in with the discussion tonight. Schaub brought up the idea of moving to an Authority at the last Centerville meeting, and was pleasantly surprised at the general approval for the idea. Royston has a contact downstate who is very knowledgeable about authorities; he would be interested to bring him to the area to have him speak on the benefits of an authority. The board and staff briefly discussed whether to pursue the idea of moving to an Authority for Cedar Fire.

Next Meeting Date – The next regular board meeting is scheduled for Thursday, December 16, 2021 at 7 pm.

Royston stated that he will not be present for the January-March meetings, and possibly April if the meeting schedule is changed. Tim Stein will act at the Cleveland Township representative in Royston’s absence.

With no further business, Schaub moved to adjourn the meeting at 8:14 pm, Comeaux seconded. All in favor, motion carried.

Respectfully submitted,

Dana Boomer
Recording Secretary